



## Homes and Community Renewal

### *Job Opportunities at New York State Homes and Community Renewal*

***Build a career while building a better community. Rewarding careers in Public Service start here!***

### **DIRECTOR OF PROCUREMENT**

New York State Homes and Community Renewal (HCR) is the State's affordable housing agency, with a mission to build, preserve, and protect affordable housing and increase homeownership throughout New York State.

Under the leadership of Governor Kathy Hochul and Commissioner RuthAnne Visnauskas, **HCR** is a vibrant, innovative agency that integrates and leverages New York State's housing resources. We have offices in New York City, Albany, Buffalo and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low and moderate income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, construction, finance, law, and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical, and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, retirement, and family-friendly policies.

**The Office of Professional Services (OPS)** is responsible for all administrative and support services, including Human Resources, Communications and Public Information, Fair Housing, Policy Development, Competitive Procurement and Contract Management, Fiscal Planning, Accounting and Treasury Services, Facilities and Building Management Services, Internal Audit, Project Management, and Information Technology Services. OPS values professionals that enjoy working in a fast-paced environment and who have the skills required to effectively plan, direct, and coordinate HCR's wide array of support services.

#### **JOB SUMMARY:**

Reporting to the Vice President, Contracts and Administration (VP), the Director of Procurement is responsible for assisting the VP in the directing and managing of HCR's procurement of goods and services, assuring that the planning and implementation of HCR's procurement activities are in compliance with applicable regulations and policies.

#### **DUTIES:**

- Working with the VP, plan and direct the procurement and contracting services for all goods and services utilizing a variety of procurement methods, ensuring that all procurements comply with applicable laws, regulations and policies.
- Manage procurement activities related to Request for Proposals/Qualifications (RFP/Q) and execution of various services contracts; Competitive Sealed Bids (CSB), Invitation for Bids (IFB), etc. and execution of various goods contracts; and all non-competitive procurement activities.



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- Evaluate and conduct clarification of contract terms, conditions and intent on all procurement documents.
- Working with the VP, assist in providing final review for all procurement decisions and contract executions prior to obtaining executive and oversight approvals.
- Direct activities regarding the mini-bid process among pre-qualified panel of vendors.
- Working with the VP, assist in the development and/or modification of procurement policies and procedures and incorporate new legislative and regulatory directives in the overall procurement process.
- Interface with auditors and compliance monitors to identify and mitigate risks and improve agency controls.
- Manage requests for audit documentation and prepare responses to auditing entities.
- Manage the issuance of weekly, monthly, quarterly and annual reports as well as ad hoc reports.
- Develop relations with programs and obtain timely information to support programmatic needs.
- Implement and administer best practices and KPIs throughout the procurement cycle to drive continuous improvement in financial efficiency and service levels.
- Ensure all procurement and agreement files are accurate, complete and maintained in an orderly fashion.
- Working with the VP, manage the development, implementation and delivery of procurement training needs.
- Working with the VP, assist in advising executive management of critical issues related to procurement and provide suggested solutions.
- Provide guidance on subrecipient procurement activities as needed.
- Manage procurement staff in daily activities, including preparing overall work schedules, setting priorities, and reviewing work for effectiveness, efficiency and compliance with established rules and guidelines.
- Manage FOIL requests.
- Prepare board materials.
- Perform other related duties and special projects as may be requested.

#### **QUALIFICATIONS:**

- Bachelor's degree or higher (*a plus*) and minimum of five years in public sector procurement/contracts, three or more years of which must have been in a managerial role supervising staff in the area of procurement
- Experience in finance (fiscal operations/budgets) *a plus*
- Experience with subrecipient agreements *a plus*
- Creating and implementing policy/procedures experience *a plus*
- Experience in working with automated system for contracts *a plus*
- CDBG-DR knowledge and experience *a plus*
- Knowledgeable in New York State and federal procurement rules, regulations, policies and best practices
- Proven ability to handle competing priorities



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### ***Job Opportunities at New York State Homes and Community Renewal***

- Proven ability to work independently and collaborate cross-functionally in a fast-paced environment
- Proven ability to work collaboratively with vendors, agency management and program staff to solve problems and recommend positive solutions
- Strong management and organizational skills
- Shared organizational value for integrity, flexibility and professional/ethical behavior
- A can-do attitude
- Ability to understand and problem solve sensitive matters
- Ability to be discreet

This job description is not intended to be all inclusive and employee will be expected to perform other reasonably related duties as assigned.

#### **What we offer:**

- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Exciting opportunity to be part of New York's resurgence to greatness;
- Promotional opportunity for dedicated professionals.

All internal SONYMA/HFA/AHC employees(only) are directed to apply via  
[internalcandidates@hcr.ny.gov](mailto:internalcandidates@hcr.ny.gov)

**Please Include your name in the subject line**

**[TO APPLY, CLICK HERE.](#)**

**Applicants must include resume and cover letter**

New York State is an Equal Opportunity Employer  
(EOE)